

## **Checklist - Special Legislation Home Rule License 2023**

**Return no later than April 18, 2023**

**Submit in person or online (<https://middletonma.gov/330/Licenses-Permits>)**

- [ ] Massachusetts ABCC Retail License Application – completed, signed with all required attachments. Wait until instructed by the Town to pay ABCC fee online.  
<https://www.mass.gov/alcoholic-beverages-retail-licenses>
- [ ] Fee Schedule for Special Legislation Home Rule Licenses 2023
  - [ ] If applicable, Common Victualler application (On Premise Only)
  - [ ] If applicable, Entertainment application (On Premise Only)
  - [ ] If applicable, Automatic Amusement Device application (On Premise Only)
- [ ] All local applicable fees paid to Town of Middleton (check or online) should be paid upfront. Wait for instruction to pay ABCC fee online.
- [ ] Town of Middleton Home Rule Petition Questionnaire
- [ ] Copy of required liquor liability insurance certificate
- [ ] Copy of required fire safety inspection certificate (On Premise Only)
- [ ] Copy of required building inspection certificate (On Premise Only)
- [ ] License Affidavit of Employee Training Form for serving or selling alcohol (T.I.P.S.) – completed (On Premise Only)
- [ ] Revenue Enforcement and Protection Certification (REAP) – completed and signed
- [ ] Fees, taxes and any other municipal charges more than a year old must include a receipt from the appropriate Town Department